

8 March 1999

**Morale, Welfare, and Recreation
Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC)
Policy for a Respectful Workplace**

Summary. This memorandum establishes HQ TRADOC policies and guidelines to achieve a respectful workplace.

Applicability. This memorandum applies to all agencies within HQ TRADOC.

Suggested improvements. The proponent of this memorandum is the Deputy Chief of Staff for Base Operations (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-J, Fort Monroe, VA 23651-1047. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC Homepage at <http://www-tradoc.army.mil>.

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1-1. Purpose. This memorandum establishes HQ TRADOC policy and guidelines to achieve a respectful workplace and is applicable to all HQ TRADOC military and civilian employees. When appropriate, vendors, contractors, and the general public should be advised of these guidelines if working on or visiting Fort Monroe.

1-2. Explanation of abbreviations and terms. The glossary contains abbreviations used in this memorandum.

1-3. General.

a. Violent acts or threats of violence will not be tolerated in TRADOC, even if intended as a joke, intimidation, or horseplay. Individuals engaging in violent or inappropriate behavior are subject to the full range of administrative, civil, and criminal sanctions.

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b. The following conduct is prohibited:

(1) Physical assault, such as hitting, pushing, kicking, holding, and impeding or blocking the movement of another person.

(2) Threats against persons or property, indecent language, provoking speech or gestures, or verbal intimidation.

(3) Sexual harassment—including, but not limited to, unwelcome sexual advances or sexual conduct that creates an intimidating, hostile, or offensive environment.

(4) Willful damage to government or personal property.

1-4. Responsibilities.

a. Deputy Chief of Staff for Base Operations (DCSBOS). The DCSBOS will establish policies and procedures for violence prevention.

b. Commander, Fort Monroe. The Commander, Fort Monroe, Community Services Division, will act as the primary violence prevention point of contact for HQ TRADOC.

c. Supervisors. All staff supervisors will--

(1) Review all reported violations of this policy to determine their cause, the conditions, policies, or procedures contributing to the situation.

(2) Recommend counseling services for individual employees, or initiate appropriate action in accordance with existing military or civilian policies.

1-5. Guidelines and implementation.

a. Guidelines.

(1) All employees must work together to establish a respectful working environment. Open and candid communications and respect for all individuals are expected.

(2) Leaders and supervisors must establish an environment which is responsive to soldier/civilian employee concerns and encourages open communication free of reprisal. Violence and potential violence will be addressed promptly by managers and supervisors.

(3) Employees should report, at the earliest opportunity, violations of this policy. Overlooking lower levels of violence, such as threats and intimidation, encourages escalation to higher levels.

b. Implementation.

(1) All personnel (military and civilian) will be familiar with this memorandum and TRADOC Regulation 215-2, Violence Prevention. Review of these documents may be accomplished in such forums as quarterly Consideration of Other (CO2) training.

(2) Installation employees support services are available to all HQ personnel. Management will support and encourage the use of these services.

(3) Violations of this policy may be reported through the chain of supervision to the VIOLENCE HOTLINE 727-2758. Anonymous complaints will be reviewed and action initiated as required. Supervisors should immediately review complaints and initiate appropriate action (continue to refer criminal acts to the Provost Marshal and EEO complaints to the EEO Manager for investigation).

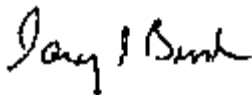
GLOSSARY

CO2	consideration of others
DCSBOS	Deputy Chief of Staff for Base Operations
HQ	headquarters
TRADOC	United States Army Training and Doctrine Command

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